Approved For Release 2000/08/16 : CIA-RDP78-03092A000100030001-4

~~CONFIDENTIAL~~

S-E-C-R-E-T

25 March 1965

MEMORANDUM FOR: Members of the CIA Retirement Board

SUBJECT : Role of the CIA Retirement Board

25X1A

1. As you know, [redacted] when authenticated by the Director of Central Intelligence, will establish the CIA Retirement Board to advise and assist the Director of Personnel in the administration of the CIA Retirement and Disability System. At the first meeting of the Board on
25X1A 11 March 1965, [redacted] requested clarification regarding the kinds of questions that the Director of Personnel intended to refer to the Board for their consideration and advice. This memorandum is in response to that request.

2. It is obvious that the Director of Central Intelligence in providing for and personally appointing the members of the Board is expressing the need for the advice and counsel of mature and experienced Agency officers in the administration of the CIA Retirement and Disability System. There are important areas in which there is an essential requirement for the exercise of intelligence and knowledgeable judgment -- an obvious example being the precise determination of "qualifying service." Thus, in addition to the specific items mentioned in paragraph d(2)(b) of the Regulation, quoted below, the scope of matters which may be appropriately referred to the Board has been stated in the broadest possible terms.

> "The Director of Personnel shall normally obtain the advice of the Board before making determinations as to the eligibility of employees to participate in the System or acting upon applications for disability or voluntary retirement or recommendations for involuntary retirement. He may also refer to the Board any other matter pertaining to the administration of the System."

3. Certainly, the Board's advice will be desired on those matters specified in the regulation. Other matter which I believe it would be appropriate to refer to you would include the following general areas:

a. Development of policies regarding the inclusion of certain categories of personnel in the System, such as (1) employees who have served in a qualifying career field for the required periods of time but who have already completed, or substantially completed, a "full career (30 years of service at age 60)" to qualify for optional retirement under the Civil Service Retirement System, or (2) Career Agents.

b. Refinement of the general description of "qualifying service" contained in the regulation to provide more specific criteria,

DOC 1 REV DATE 8-3-82 BY 006199
OPI 32 TYPE 01
CLASS 5 PAGES 3
REVIEW 22 NEXT REV 2012 AUTH: HR 70-2

Approved For Release 2000/08/16 : CIA-RDP78-03092A000100030001-4

Group I
Excluded from automatic downgrading and declassification

Approved For Release 2000/08/16 : CIA-RDP78-03092A000100030001-4

CONFIDENTIAL

including definitive descriptions of general categories of "qualifying service" and an appropriate procedure for subjective determination, when required, as to whether a specific individual's service is "qualifying" in relation to these criteria.

c. Adequacy of the content of those forms and statements required in the administration of the System, particularly those which are related to the specific actions which shall normally be referred to the Board, which could in themselves prove controversial if released for use without the prior review of the various Directorates as represented by the members of the Board.

d. Important policy questions which have, and will, arise regarding matters in which the Director of Central Intelligence has been given, or is believed to have been given, discretion by the statute. An example among the questions already raised is that of whether or not the designation of an eligible employee as a participant shall be optional with the employee.

4. I hope that the Board will also serve as a coordinating body when we have a policy or important procedural matter to determine which should be considered by the various Directorates of the Agency.

5. Finally, I look to the Board to assist in achieving more familiarity and understanding of the CIA Retirement and Disability System among employees and supervisors of the Agency. Your counsel and participation in these efforts may, and hopefully shall, take several forms: review and criticism of suggested informational issuances, suggestions regarding matters to be clarified through various means of communication, and, perhaps most important, your personal efforts as senior officers in your respective Career Service to advise command officials and even individuals concerning their questions about the system. I am sure that you will be able to suggest many other ways in which you can fill this need which is of such immediate and critical importance.

6. In addition to the Board's advisory functions described above, I would like to call your attention to paragraph c(3) of the regulation. This paragraph provides for a hearing by the Board of the case of any employee who desires such a hearing before the Board recommends an adverse determination or any other finding which adversely affects the entitlements of that employee under the System.

[redacted] 25X1A

Emmett D. Echols
Director of Personnel

CONFIDENTIAL

Approved For Release 2000/08/16 : CIA-RDP78-03092A000100030001-4